

August 8, 2026

Issue Goods

Warehouse > Goods Issue Notes							
☒ Goods Receipt ☒ Stock (By Shipment)							
Sheet no.	Warehouse	Product	Qty	Unit	PM Responsible	Issued by	Issued on
Q	Q	Q	Q	Q	Q	Q	Q
IN23.1005	6Th Of October	Elastomer bladder		2.00 Pieces	Sahar Mahmoud	Ragy Ali	16 Nov 2023
IN23.1005	6Th Of October	Nitrogen valve		6.00 Pieces	Sahar Mahmoud	Ragy Ali	16 Nov 2023
IN23.1006	6Th Of October	Spidef Rotex 75		1.00 Pieces	Sahar Mahmoud	Sahar Mahmoud	23 Nov 2023
IN23.1006	6Th Of October	Spider Rotex 42		1.00 Pieces	Sahar Mahmoud	Sahar Mahmoud	23 Nov 2023
IN23.1006	6Th Of October	Spider Rotex 90		1.00 Pieces	Sahar Mahmoud	Sahar Mahmoud	23 Nov 2023
IN23.1007	6Th Of October	COO		1.00 Pieces	Sahar Mahmoud	Sahar Mahmoud	26 Nov 2023
IN23.1007	6Th Of October	Invoiced Stamped from cham...		1.00 Pieces	Sahar Mahmoud	Sahar Mahmoud	26 Nov 2023
IN23.1007	6Th Of October	SINULASTIC Coupling		1.00 Pieces	Sahar Mahmoud	Sahar Mahmoud	26 Nov 2023
IN23.1108	6Th Of October	Rotex coupling		2.00 Pieces	Sahar Mahmoud	Sahar Mahmoud	18 Dec 2023
IN23.1109	6Th Of October	COO		1.00 Pieces	Sahar Muhamoud	Sahar Muhamoud	18 Dec 2023
IN23.1109	6Th Of October	ADJUSTING SPINDLE		1.00 Pieces	Sahar Muhamoud	Sahar Muhamoud	18 Dec 2023
IN23.1109	6Th Of October	Attached housing		1.00 Pieces	Sahar Muhamoud	Sahar Muhamoud	18 Dec 2023
IN23.1109	6Th Of October	Circlip		1.00 Pieces	Sahar Muhamoud	Sahar Muhamoud	18 Dec 2023
IN23.1109	6Th Of October	Circlip		1.00 Pieces	Sahar Muhamoud	Sahar Muhamoud	18 Dec 2023
IN23.1109	6Th Of October	Circlip		1.00 Pieces	Sahar Muhamoud	Sahar Muhamoud	18 Dec 2023
IN23.1109	6Th Of October	Circlip		1.00 Pieces	Sahar Muhamoud	Sahar Muhamoud	18 Dec 2023
IN23.1109	6Th Of October	HEXAGON HEAD SCREW		1.00 Pieces	Sahar Muhamoud	Sahar Muhamoud	18 Dec 2023
IN23.1109	6Th Of October	HEXAGON HEAD SCREW		1.00 Pieces	Sahar Muhamoud	Sahar Muhamoud	18 Dec 2023
IN23.1109	6Th Of October	HEXAGON HEAD SCREW		1.00 Pieces	Sahar Muhamoud	Sahar Muhamoud	18 Dec 2023
IN23.1109	6Th Of October	Invoiced Stamped from cham...		1.00 Pieces	Sahar Muhamoud	Sahar Muhamoud	18 Dec 2023

Issue Goods

Overview

Use the Warehouse list to review product quantities by sheet, warehouse, product, unit, responsible employee, and issuing employee before starting an issue-goods action. Warehouse and inventory managers use this view when they need to locate the relevant goods record and begin issuing goods from the Warehouse application.

Workflow

1. Open **Warehouse** and review the available goods records in the list.

Use the columns **Sheet no.**, **Warehouse**, **Product**, **Qty**, **Unit**, **P.M**, **Responsible**, **Issued by**, and **Issued** to identify the product and quantity that require attention.

2. Decide whether you need to narrow the list before issuing goods.

- To locate records by a known value, enter it in **Search box** and use **Apply filter**.
- To adjust the information displayed in the list, select **Columns Chooser**.
- To reuse a preferred list arrangement, select **Standard Layout**, or manage a saved arrangement with **Add Layout**, **Update Current**, **Save**, or **Delete Current**.

Tip: Filter the list by a sheet number, warehouse, or product before starting the issue process to reduce the risk of working with the wrong goods record.

3. When you have identified the relevant goods record, select **issue-goods** to begin the goods issue action.

Review the list again before proceeding, especially the **Product**, **Qty**, and **Warehouse** values.

Warning: Ensure that the displayed product and quantity correspond to the goods you intend to issue before selecting **issue-goods**.

4. If you only need to share or retain the current list results, select **Export** instead of starting the issue action.

Use **Delete** only when you intend to remove the relevant list item.

Examples

A warehouse manager needs to issue six Pieces of a Nitrogen valve from the 6th Of October warehouse.

1. In **Warehouse**, enter **Nitrogen valve** in **Search box**.
2. Select **Apply filter** to display matching goods records.
3. Check the matching row and confirm the **Warehouse** is **6Th Of October** , the **Qty** is **6.00** , and the **Unit** is **Pieces** .
4. Select **issue-goods** to begin issuing the identified goods.

Tips

Note: Use **Columns Chooser** when you need to focus the list on the fields most relevant to the current warehouse task.

Tip: Use **Export** to create a copy of the displayed list results for operational follow-up.

Warning: Do not use **Delete Current** when you only want to change the displayed columns or filters; use **Update Current** or **Save** for layout changes.

Troubleshooting

Symptom	Likely cause	Fix
The required product is not visible in the list.	The current search or filter does not match the product record.	Change the value in Search box and select Apply filter again.
Important information is missing from the list.	The current layout does not include the required column.	Select Columns Chooser and add the required field to the list view.
The list arrangement is not the expected one.	A different saved layout is active.	Select Standard Layout , or select the appropriate saved layout and use Update Current if required.
The current list results need to be retained outside the application.	The information has not been exported.	Select Export .

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